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**CONFIDENTIAL**

17 December 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Weekly Report for the Week Ending 17 December 1954

1. Projects and Studies in Process

a. DCI Move - (continued item)

(1) Priority Areas Nos. 2 and 3 are ready for occupancy. Area No. 2 will be temporarily occupied by DCI Planning and Coordinating Staff until move of the DCI to South Building.

(2) Decision has been received from the DCI's staff relative to the finish of oak paneling for the DCI and Deputy Director's suites and Public Buildings Services has been instructed to proceed with this work.

(3) Decision regarding relocation of the snack bar has not been received.

b. Requirements Forecasts - (continued item)

Material requirements forecasts, due 1 December 1954, have been received from GFR, TSS, SR Division and FE Division. Forecasts have not yet been received from the Medical Office, Office of Communications, and EE, SE, NE, WE and WZ Divisions.

2. Administration

a. Agency Regulations - (continued item)

Forwarded a proposed Agency Notice pertaining to the use of decorative material in Agency buildings to the Regulation Control Staff for publication.

b. Logistics Support Course - (continued item)

Class No. 5 was completed 17 December 1954.

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Document No.	3
No Change In Class.	<input type="checkbox"/>
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Class. Changed To:	TS S C
Auth.:	HR 70-2
Date:	10-18-78

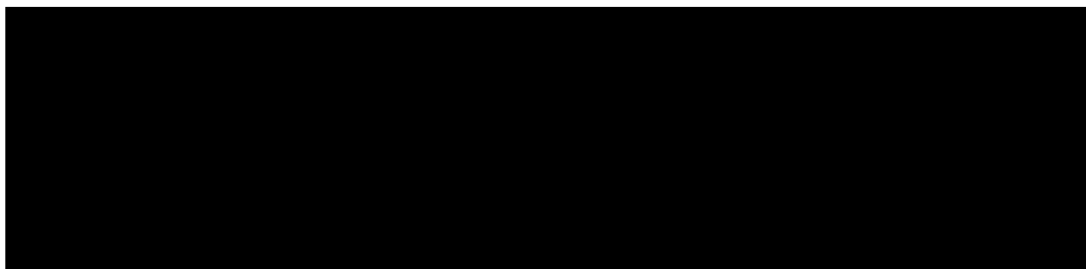
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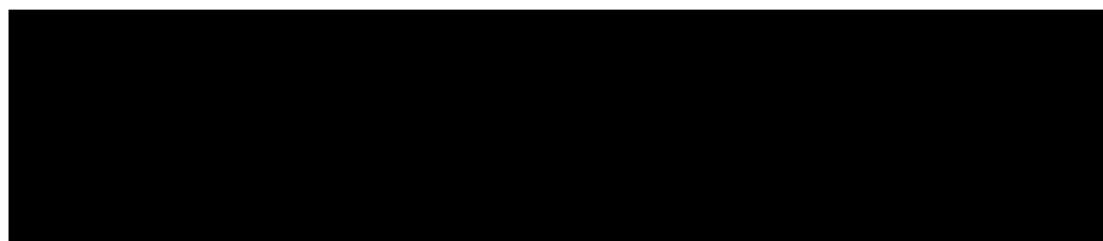
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3. Supply Division



b. Flex-O-Print Catalog - (continued item)

Three additional sections have been completed. These are: "Instruments and Industrial Equipment", "Photographic" and "Office Supplies".



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5. Procurement Division

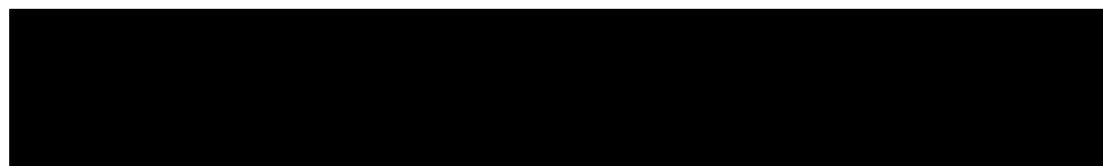
a. Petty Cash Fund - (completed item)

The Petty Cash Fund (Unvouchered) previously located in the Procurement Division has been returned. The previous fund has been replaced by an Imprest Fund Advance (Vouchered).

6. Real Estate and Construction Division

a. K Building Cafeteria - (continued item)

Public Buildings Services, GSA, has furnished an estimate for requested improvements in the amount of approximately \$48,000. Of this amount, \$37,000 represents the cost of air conditioning.



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c. Electrical Outage - (completed item)

An electrical outage will be necessary between 1300 hours 18 December 1954 and 0700 hours 20 December 1954 in I Building, Recreation and Services Building, Alecott Hall and Quarters I. A memorandum to this effect has been forwarded to organizational elements occupying these areas.

7. Printing and Reproduction Division

a. Office of Training Motion Picture Support - (continued item)

The release print for the [REDACTED] has been completed. The film is scheduled to be shown 17 December 1954.

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15/  
[REDACTED]  
Acting Chief of Logistics

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LO/TR&P/JAS:hhl (17 December 1954)

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